

### Clerk & Recorder - Elections

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#### Activity Overview

The Gallatin County Election Office is within the General Fund, and is under the supervision of the Clerk & Recorder/ Surveyor. The Office does not generate a significant amount of non-tax revenue.

The Election Office is responsible for elections held within the county. The office staff maintains the voter registration database and election management software, and holds elections required by federal, state, and county government. The voter registration database is Gallatin County's portion of the statewide database known as Montana Votes. The office also supports the Cities and Towns of Belgrade, Bozeman, Manhattan, Three Forks, and West Yellowstone in holding elections required by these municipalities, and various special districts including fire, water/sewer, and resort districts. In addition, the office provides election materials to the various school districts to assist them in performing their election duties.

Federal Laws regulating functions of the office include the National Voter Registration Act (NVRA) and the Help America Vote Act (HAVA). HAVA has been cited as the most significant election reform of federal election law since the Voting Rights Act of 1965.

The Clerk & Recorder acts as the County Election Administrator. State Law was amended to allow for additional compensation be paid to those Clerk & Recorder's who act at the Election Administrator. The County approved payment of this stipend effective in October of 2005 per state law.

#### Activity Goals

- Successfully complete national, state & local general election.
- Purchase and implement 46 new precinct counters (M100's)
- Complete compliance with HAVA.
- Improve Polling Place Accessibility
- Train 100+ Election Judges
- Mail approximately 15,000 NVRA confirmation cards
- Complete a countywide detention center mail ballot election.
- Handle filings and elections for:
  - 14 Rural Fire Districts
  - 11 Water & Sewer Districts
  - 1 Resort District; and,
  - Any special elections that may arise.
  - Provide 18 School Districts voter registers and election materials.

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#### Recent Accomplishments

- Install a new statewide voter registration database and convert existing voter records.
- Successfully completed a county-wide mail ballot election.
- Successfully completed 5 Municipal general elections.
- Completed the countywide state and local primary election.
- Implemented new voting equipment for voters with disabilities.
- Trained 300+ election judges.
- Completed successful fire district, water & sewer districts elections.
- Improved accessibility to polling places.
- Implemented new software to format ballots.

## Clerk &amp; Recorder - Elections

## Activity Budget

Object of Expenditure	Actual FY 2005	Final FY 2006	Actual FY 2006	Request FY 2007	Preliminary FY 2007	Final FY 2007
Personnel	\$ 97,564	\$ 131,638	119,556	139,198	139,198	153,818
Operations	123,926	212,271	199,939	243,118	196,551	196,552
Debt Service	-	-	-	-	-	-
Capital Outlay	-	260,625	16,379	353,225	353,225	353,225
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 221,490</b>	<b>\$ 604,534</b>	<b>\$ 335,874</b>	<b>\$ 735,541</b>	<b>\$ 688,974</b>	<b>\$ 703,595</b>

## Budget by Fund Group

General Fund	\$ 221,490	\$ 604,534	\$ 335,874	\$ 735,541	\$ 688,974	\$ 703,595
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 221,490</b>	<b>\$ 604,534</b>	<b>\$ 335,874</b>	<b>\$ 735,541</b>	<b>\$ 688,974</b>	<b>\$ 703,595</b>

## Funding Sources

Tax Revenues	\$ 103,664	\$ 185,163	\$ 183,311	\$ 225,289	\$ 211,026	\$ 211,026
Non-Tax Revenues	122,972	240,225	228,214	292,284	273,779	273,779
Cash Reappropriated	(5,146)	179,146	(75,651)	217,968	204,169	218,790
<b>Total</b>	<b>\$ 221,490</b>	<b>\$ 604,534</b>	<b>\$ 335,874</b>	<b>\$ 735,541</b>	<b>\$ 688,974</b>	<b>\$ 703,595</b>

## Activity Personnel

## Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Election Supervisor	1.00
2	Full-Time	Support Staff	2.00
Total Program FTE			3.00

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### 2007 Budget Highlights

#### Personnel

- No change in personnel from the previous year.

#### Operations

- An increase in operations is due to the additional maintenance charges for Montana Votes statewide database and the AutoMARK voting equipment. The anticipated countywide mail ballot election for a detention center bond issue, is funded within the Capital Projects fund. (\$94,100)

#### Capital

- M100 Precinct Counters \$230,000, Polling Place Upgrades \$60,506 and HAVA Contingency \$62,719.

### County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Clerk & Recorder - Election department is striving to fulfill those goals.

#### Exceptional Customer Service

- Accurate Election information easily accessible to the public.
- Respond to inquiries in a customer friendly manner.

#### Be Model for Excellence in Government

- Timely response to election queries.
- Retain the integrity of the election process

#### Improve Communications

- Interdepartmental Communication.
- Improve access to public information (information on website and media blitz)

#### To be the Employer of Choice

- A pleasant, respectful work environment.
- Retain current staff.

## Clerk &amp; Recorder - Elections

## WORKLOAD INDICATORS/PERFORMANCE MEASURERS

## Workload Indicators

Indicator	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Projected FY 2007
1 . Timely process of voter registration applications	N/A	N/A	3,173	4,000
2 . Number of confirmation cards sent to voters	N/A	N/A	14,000	4,000
3 . Trained election judges	N/A	N/A	285	17
4 . Designed, ordered, and proofed ballots	N/A	N/A	75	57
5 . Provided absentee ballots	N/A	N/A	45,436	50,000
6 . Conduct successful elections	N/A	N/A	10	7

## Performance Measures

Measure	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Projected FY 2007
1 . Voter registration applications processed within 5 business days.	N/A	N/A	95%	99.50%
2 . Confirmation cards sent to voters within 5 business days following applications entered.	N/A	N/A	95%	99.50%
3 . Response from Chief Election Judge on post election survey (1-2 per year)	N/A	N/A	N/A	99.50%
4 . Percent of ballots without error on election day	N/A	N/A	100%	99.50%
5 . Number of absentee ballots issued within 2 business days of application	N/A	N/A	100%	99.50%
6a . Meet certification deadlines			100%	100%
6b . Meet notification deadlines			100%	100%
6c . Meet counting / canvass deadlines			100%	100%

## Commentary

The Election Department implemented a new voter registration and election management system at the end of calendar year 2005. FY 2006 will be the base year for new workload indicators and performance measurements.